

RECREATION AIDE

DEFINITION

To assist with various recreational activities at a variety of City recreational facilities, which may include community centers, swimming pools, playgrounds, ball fields and gymnasiums; and to perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Recreation Supervisor.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Provide information about recreation programs to the public; advise patrons of regulations governing the use of a recreational facility; register patrons for classes and/or activities.

Check out recreation equipment to patrons.

Act as group leader, referee or scorekeeper in a variety of games and recreational activities.

Maintain basic athletic equipment; make minor repairs when necessary.

May assist with instructional and recreational aquatic programs, if assigned to aquatics.

Assist in the operation and maintenance of a recreational facility such as cleaning and mopping; assign lockers; maintain the security of locker rooms; maintain supplies.

Collect and account for program registration and monies received; keep routine records.

Complete forms, prepare reports and compile statistical information.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Basic objectives of recreational activities.

Principles of good customer service.

Skills involved in various sports, games and group activities.

English usage, spelling, grammar and punctuation.

Computer equipment and software applications related to assignment.

Ability to:

Follow written and oral instructions.

Work various schedules including mornings, afternoons, evenings, weekends, holidays and split shifts as required by the work assignment.

Operate computer equipment and software applications related to assignment.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training:

Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Experience working with children is desired, but not required.

Training:

Completion of the tenth grade and at least 15 ½ years of age at the time of application.

License or Certificate:

American Red Cross certifications in First Aid and CPR must be attained within 90 days of hire.

PHYSICAL DEMANDS

On a continuous basis, stand and walk while supervising participants and monitoring facilities inside and out; intermittently bend, stoop, stretch, squat, kneel, twist at the waist and extend arms above and below the shoulders while modeling various recreational activities; safely interact with participants in active recreation, games and group activities; push, pull and/or lift equipment which may weigh up to 60 pounds; twist and reach for office equipment while sitting at a desk; use a computer keyboard; verbal ability to communicate in person and by telephone; see in the normal vision range with or without correction; hear in the normal range with or without correction.

WORKING ENVIRONMENT

Work is performed indoors and outdoors; the performance of outdoor work requires exposure to a variety of weather conditions (heat, cold, rain, intense sun); exposure to potentially hazardous substances and chemicals and work on slippery or uneven surfaces. Indoor work is performed in a variety of environments with natural or artificial lighting and moderate to high noise levels. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

4/05